

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-01-12901/0001	3. EFFECTIVE DATE 08/03/01	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-01-12901	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		7. ADMINISTERED BY (If other than item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-01-12901
		✓	9B. DATED (SEE ITEM 11) 07/09/01
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

The deadline for submittal of proposals under this RFP is hereby extended until August 15, 2001 at 3:00 PM local time Washington, DC. The enclosed changes are hereby incorporated into the RFP. A Question and Answers Document #3 clarifying various questions on the RFP and posted to the RFP website on 8/3/01 is incorporated by reference.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) MURIETA A. BEVERLY	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The Section G clause entitled "TASK ORDERS ISSUED UNDER MULTIPLE-AWARD CONTRACTS" has been modified. The text is as follows:

THE GOVERNMENT CONTEMPLATES MULTIPLE AWARDS OF COST REIMBURSEMENT, COST-PLUS-FIXED-FEE, INDEFINITE QUANTITY/INDEFINITE DELIVERY CONTRACTS RESULTING FROM THIS SOLICITATION. EPA ANTICIPATES AWARDDING AS MANY AS THREE (3) CONTRACTS.

1. Request for Offers

A. All multiple awardees will be provided a fair opportunity to be considered for each order in excess of \$2,500.00 pursuant to FAR 16.505(b). The cover memorandum for the Statement of Work (SOW) for each task order will identify the mechanism for submitting offers. The Contracting Officer may use information available on hand to ensure that each awardee is provided a fair opportunity to be considered. **All multiple awardees should submit a proposal for each competed task order unless they have an organizational conflict of interest, or another compelling reason(s) (if approved by the Contracting Officer). Such conflicts or other reason(s) must be documented in the contractor's response to the request for offers.**

The following methodology will typically be used by the Government to order work:

<u>Task Order Value</u>	<u>Ordering Methodology</u>
\$0 - \$25,000.00	Government review of information contained within offerors' original technical proposals submitted in response to the solicitation (a Cost Proposal shall be requested from the selected offeror).
\$25,000.01 - \$100,000.00	Submission of an Executive Summary and Cost Proposal by the offeror for each task order.
\$100,000.01 and up	Submission of an Executive Summary, Technical Proposal, and Cost Proposal by the offeror for each task order.

Upon completion of the base period of performance, each contractor's past performance on work performed during the base period and subsequent option periods will be factored into the evaluation of offerors' proposals for subsequent task orders.

The preceding methodology notwithstanding, the Government reserves the right with any task order, regardless of dollar value, to require the contractors to submit an executive summary, technical proposal, and cost proposal, or any combination of the three.

Alternatively, or in addition, contractors may be given the opportunity to propose on a given task order by any of the following mechanisms:

- i. The Contracting Officer may telephone contractors to identify resource availability for simple, well-defined tasks which only require the contractor to meet a stated schedule;

- ii. The Contracting Officer may telephone contractors to identify resource availability and maximum costs for well-defined tasks;

- iii. The Contracting Officer may telephone or issue written requests for written, oral, or videotaped technical offers for tasks where a technical approach is needed. The Contracting Officer may request cost information as well; or

- iv. The Contracting Officer may telephone or issue a written request to the contractors requesting submission of written offers for complex task where a technical approach, as well as resource availability and cost or other factors, needs to be considered. The request for offers may limit the number of pages for the offer based on the complexity of the task order.

B. Each written request for offers will include the following:

- i. the Statement of Work and the evaluation criteria which will be used to evaluate the offers, if required;

- ii. the components of offer (technical and/or cost proposals or other elements) to be submitted, if required;

- iii. format for submission;

- iv. time frame for submission of the offer;

- v. basis for selection; and

- vi. any other relevant instructions to the contractor, including those regarding discussions.

2. Offer Submission

A. Upon receipt of a request for offers, the contractor shall submit an offer to the Contracting Officer within the time specified in the request. As noted above, the more complex tasks may include technical and cost components. However, some may only require cost submissions. Written offers must be submitted in a standardized format.

B. Proposals submitted for task orders will be based on the most appropriate costs to accomplish the work included in the calculation of costs for the various Labor Categories in the offerors Cost Proposal.

C. The contractor will be given a fair opportunity to be considered for each order over \$2,500.00 (unless an exception applies) and will be required to be available to perform each order over \$2,500.00. The contractor must participate in the order selection process for each order, and must be available to perform if selected.

D. The only acceptable reasons for the contractor's nonparticipation in the task order issuance or selection process are:

- i. inability to accept or perform the work because of a conflict of interest;
- ii. capacity problem; or
- iii. some other compelling factor which the Contracting Officer determines would affect the contractor's ability to perform the work effectively, and which justifies its nonparticipation in the order issuance process.

E. The technical component of an offer must include for each task, as appropriate, for the prime and any subcontractor(s):

- I. technical approach to perform the order, if required;
- ii. staffing plan;
- iii. delivery schedule;
- iv. references; and/or
- v. any other requested information.

F. The cost component must include a breakdown of costs for each task and an overall summary for the prime and any subcontractor(s).

G. The contractor shall be reimbursed for offer preparation costs in accordance with its established cost accounting practices. However, these costs shall not be reimbursed as direct costs against the contract.

3. Evaluation and Selection Procedures

A. Offers will be evaluated based on the method of selection described in the request for offers.

B. The method of selection for issuance of a task order will be tailored to the specific requirements of the order. The method of selection may be any one of the following:

- i. **Issuance of the order to the contractor with the highest composite score.** In this case, the technical and cost components are both scored. The request for offers identifies the formula used to arrive at the composite score; e.g., the technical component is worth 70%, the cost component is worth 20%, and past performance is worth 10%.
- ii. **Issuance of the order to the contractor offering the best**

value to the Government. In this case, technical quality is equal to or more important than cost.

iii. **Issuance of the order to the contractor with the lowest evaluated cost, technically acceptable offer.** Generally, the technical component of this offer is scored as acceptable or unacceptable rather than given a point score, and order issuance is made to the technically acceptable offer with the lowest evaluated cost.

C. Issuance of an order may be made based on evaluation of initial offers without discussions, or on evaluation of offers and discussions.

D. The Contracting Officer's selection decision on each task order request shall not be subject to the protest or dispute provisions of the contract, except for a protest that the task order increases the scope, period of performance, or maximum value of the contract.

4. Task Order Issuance

_____The Contracting Officer may issue task orders by facsimile or by electronic commerce methods. Within ten (10) working days of issuance of a facsimile or electronically transmitted task order, the Contracting Officer shall issue the task order in writing. The contractor shall stop work if a written task order is not received within fifteen (15) days of receipt of a facsimile or electronically transmitted order.

2. The Section H clause entitled "SMALL DISADVANTAGED BUSINESS TARGETS (EPAAR 1552.219-73) (OCT 2000)" has been added. The text is as follows:

(a) In accordance with FAR 19.1202-4(a) and EP 52.219-145, the following small disadvantaged business (SDB) participation targets proposed by the contractor are hereby incorporated into and made part of the contract:

Contractor Targets	SIC/NAICS Major Group	Dollars	Percentage of Total Contract Value
Total Prime Contractor Targets			
(Including joint venture members and team members)			
Total Subcontractor Targets			

(b) The following specifically identified SDB(s) was (were) considered under the Section M SDB participation evaluation factor or subfactor (continue on separate sheet if more space is needed):

- (1) _____
 (2) _____

(3) _____
 (4) _____
 (5) _____

The contractor shall promptly notify the contracting officer of any substitution of firms if the new firms are not SDB concerns.

(c) In accordance with FAR 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting, the contractor shall report on the participation of SDB concerns in the performance of the contract no less than thirty (30) calendar days prior to each annual contractor performance evaluation [contracting officer may insert the dates for each performance evaluation (i.e., every 12 months after the effective date of contract)] or as otherwise directed by the contracting officer.

3. The Section L clause entitled "SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM -- TARGETS (FAR 52.219-24) (OCT 2000)" has been deleted.

4. The Section L clause entitled "DEFINITION OF LABOR CLASSIFICATIONS (EP 52.215-120) (FEB 1985)" has been modified. The text is as follows:

Offerors shall use the following labor classifications in preparing their technical and cost proposals.

(a) Definition of labor classifications. The direct labor hours appearing below are for professional and technical labor only. These hours do not include management at a level higher than the project management and clerical support staff at a level lower than technician. If it is your normal practice to charge these types of personnel as a direct cost, your proposal must include them along with an estimate of the directly chargeable man-hours for these personnel. If this type of effort is normally included in your indirect cost allocations, no estimate is required. However, direct charging of indirect costs on any resulting contract will not be allowed. Additionally, the hours below are the workable hours required by the Government and do not include release time (i.e., holiday, vacation, etc.).

(b) Distribution of level of effort. Submit your proposal utilizing the labor categories and distribution of the level of effort specified below:

P1

Period	Est. Maximum Amount
-----	-----
BASE Period	3,000
Option Period I	3,000
Option Period II	3,000
Option Period III	3,000
Option Period IV	3,000

P2

Period	Est. Maximum Amount
-----	-----

BASE Period	21,000
Option Period I	21,000
Option Period II	21,000
Option Period III	21,000
Option Period IV	21,000

P3

Period	Base Amount
-----	-----
BASE Period	27,000
Option Period I	27,000
Option Period II	27,000
Option Period III	27,000
Option Period IV	27,000

P4

Period	Base Amount
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BASE Period	9,000
Option Period I	9,000
Option Period II	9,000
Option Period III	9,000
Option Period IV	9,000

(c) When identifying individuals assigned to the project, specify in which of the above categories the identified individual belongs. If your company proposes an average rate for a company classification, identify the professional or technical level within which each company category falls.

(d) You should also submit Standard Forms 1411 for each of the following:

- 1) A summary proposal for the total contract period
- 2) For each contract period:
 - i) a Summary Proposal
 - ii) a Proposal for the maximum estimated quantity

DEFINITION OF LABOR CLASSIFICATIONS

Offerors shall use the following labor classifications in preparing their technical and cost proposals:

PROFESSIONAL

(1) Level 4 - Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to

other professionals. Generally operates with wide latitude for unreviewed action.

Typical Title: Project Leader, Chief Engineer

Normal Qualifications: Ph.D. Degree or equivalent; and

Experience: 10 years or more

(2) Level 3 - Under general supervision of project leader, plans, conducts and supervises assignments normally involving smaller or less important projects. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress and evaluates results; makes changes in methods, design or equipment where necessary. Operates with same latitude for unreviewed action or decision.

Typical Title: Project Engineer, Group Leader

Normal Qualifications: Masters Degree or equivalent; and

Experience: 6-12 years

(3) Level 2 - Under supervision of a senior or project leader, carries out assignments associated with projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment coordinates the activities of juniors or technicians. Work assignments are varied and require some originality and ingenuity.

Typical Title: Engineer, Analyst

Normal Qualifications: B.S. Degree or equivalent; and

Experience: 3-8 years

(4) Level 1 - Lowest or entering classification. Works under close supervision of senior or project leader. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments where little evaluation is required.

Typical Title: Junior, Associate

Normal Qualifications: B.S. Degree or equivalent; and

Experience: 0-3 years

Experience/Qualifications Substitutions

(1) Any combination of additional years of experience in the proposed field of expertise plus full time college level study in the particular field totaling four (4) years will be an acceptable substitute for a B.S. Degree.

(2) A B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling two (2) years will be an acceptable substitute for a Masters Degree.

(3) A B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling four (4) years or a Masters Degree plus two (2) years of either additional experience or graduate level study in the proposed field of expertise will be an acceptable substitute for a Ph.D. Degree.

(4) Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.

5. The Section M clause entitled "SMALL DISADVANTAGED BUSINESS PARTICIPATION EVALUATION FACTOR (EPAAR 1552.219-74) (OCT 2000)" has been added. The text is as follows:

Under this factor [or subfactor, if appropriate], offerors will be evaluated based on the demonstrated extent of participation of small disadvantaged business (SDB) concerns in the performance of the contract in each of the authorized and applicable North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce. As part of this evaluation, offerors will be evaluated based on:

(1) The extent to which SDB concerns are specifically identified to participate in the performance of the contract;

(2) The extent of the commitment to use SDB concerns in the performance of the contract (enforceable commitments will be weighed more heavily than nonenforceable commitments);

(3) The complexity and variety of the work the SDB concerns are to perform under the contract;

(4) The realism of the proposal to use SDB concerns in the performance of the contract; and

(5) The extent of participation of SDB concerns, at the prime contractor and subcontractor level, in the performance of the contract (in the authorized and applicable NAICS Industry Subsectors in terms of dollars and percentages of the total contract value.